

## **Official Travel Party Form**

The reason for the new Official Travel Party Form is to distinguish the travelers, especially if you have guests or non-UNI staff traveling with you for taxability and invoicing issues. If they are not paying for the travel personally, and there is not a legitimate business purpose for the travel then it could be considered a taxable benefit and they may receive a 1099 tax form at the end of the year if the total benefits received from the University reaches \$600 or more. We will also use the form to determine who needs to be invoiced.

## **Cash Receipts Journal**

**ALL** cash, checks or credit cards received by you or your staff **MUST** be turned in to the Athletic Business Office within **TWO** days of receiving the funds. A receipts journal must accompany the payments when turned in so we can verify that all payments have been received and reconciled. The auditors are tracking when payments are received and when they are deposited.

If you receive a lump sum of cash from t-shirt sales you do not have to list out every person who paid cash, just put it all together as t-shirt sales. If your athletes turned it in, put the athlete's name who collected the funds. Samples are included on the Excel spreadsheet emailed out to the staff.

If you keep a spreadsheet for the event/purpose for the payments, you can use the print out of that for the receipt journal as long as there is a column for everything listed on the Receipts Journal.

## **Kelly's Maternity Leave –**

Anticipated time away – March 29 – June 21.

Sheri Bishop will be the main contact as well as the ABO students Rachael Bauer or Ryan Desousa.

Put all expense forms, procard statements, etc in my mail tray or give to Sheri. Do not leave CASH in the mail tray – be sure to hand to Sheri, Tammy, Greg or Mindy.

Cash Advances – **MUST** be turned in two weeks in advance!